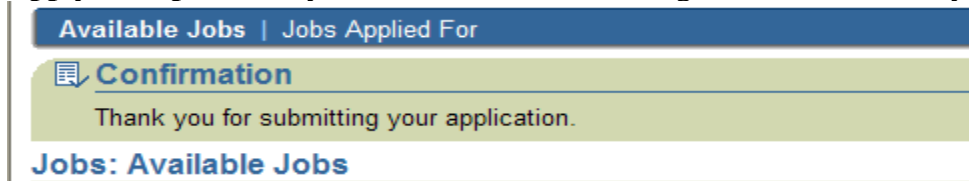


APPLICATION PROCESS

*It is recommended that you print this guide for reference when applying for the first time.
Internal (In-house) Application Steps located on page 3.*

APPLICATION STEPS FOR EXTERNAL APPLICANTS

- 1) **Review** this entire document and *Employment FAQ's* located on the ESC-20 Employment page.
- 2) **Search/Review vacancies** - [Search and Apply Online-External Applicants](#) link.
- 3) **Register to create an account if you are a new visitor**
 - a. E-mail address-you will need a valid e-mail address to register. You can sign up for free e-mail at various sites including Yahoo or Hotmail.
 - b. **Resumes** - Job-related information only; omit pictures - attach to your online account. The preferred format is Word or PDF document.
 - c. **Clerical/Related Positions Only - Assessments MAY be required, refer to Additional Details section of the Job Posting. IF required, see Skills Assessment Section below.**
- 4) **Apply for a position** - you will receive the following confirmation when your application is submitted:



You can view the status of jobs for which you have applied on the *Home* tab of your homepage.



Once you apply for a job, please do not withdraw your application unless you no longer want to be considered for that position. Once you withdraw your application, you will not be able to re-apply for the same job.

- 5) **Continue** with review of *Online Application Tips* below.

ONLINE APPLICATION TIPS-EXTERNAL APPLICANTS

- 1) **Vacancy Search** – you do not have to register to view vacancies; however, you must register to apply. Click on the [Search and Apply Online-External Applicants](#) link. Click on the job title to view the detailed job description.
- 2) **Registering-new visitors**
 - a. Build an account containing your portfolio of: employment history, education, qualifications, skills & resume.

Important-follow these steps closely:

 - b. When **Registering for the first time** work through the pages **quickly** until you reach the Finish button in the last step. In the registration process, you do not need to provide complete Employment and Education data; the data can be incomplete during this process. You are only registering your account during this step.

- c. Return to **Home>My Account**, then **complete all areas** and click **SAVE**. While completing this step, SAVE OFTEN! If you encounter an error in the program, or become disconnected from the server, you will lose any unsaved data.
- 3) **Apply** (Step 2 above must be complete)
- a. Search for jobs and click the “**Apply Now**” button.
 - b. You must apply for each position in which you are interested.
 - c. Each time you apply, the information from Step 2 that is part of your account will be submitted as your application. You do not have to build a new account each time you wish to apply; however, you will have the opportunity to review and update your account information before submitting the application.
 - d. Applications will be considered based on the information submitted at the time of review.
 - e. Resumes may be attached as additional information as stated in Step 2; however, your application/account **MUST** also be complete in order for your qualifications to be evaluated.
 - f. Updates to your account are saved and submitted each time you apply for a different position.

TECHNICAL TIPS

Back Button

Use the back button located within the application system (not the browser’s).

Search for Jobs

After signing into your account, click the *Jobs* tab:



Account & Search Pages

To view your account, click *Home* and *My Account*:



Assistance

E-mail HRTechSupport or call (210)370-5221.

POSTING INFORMATION

- 1) Applications are accepted online while the position is posted.
- 2) Positions are full-time, M-F, 8:00 a.m. to 4:30 p.m., unless otherwise specified in the posting.
- 3) Positions are open until filled or closed.

SKILLS ASSESSMENTS (CLERICAL POSITIONS)

Important: Assessments MAY be required; refer to Additional Details section of the Job Posting. IF required, continue reading below.

- 1) If noted in Job Posting, clerical positions will require:
 - a. Keyboarding-minimum 30 net w.p.m.
 - b. Proofreading-minimum score required.



c. Complete the online application first and then the skills assessment. Your application will NOT be considered until both assessments are complete.

- 2) To complete the assessment from home or other off-site location, email [HRTechSupport](#) to request the online skills assessment. Upon receipt of your request, you will receive a reply email within 1 to 2 business days containing the assessment. If you do not receive an email in this timeframe, check your Junk/Spam folder.
- 3) Assessments may be completed at the Center between the hours of 8 a.m. to 11 a.m. and 1:00 p.m. to 4:00 p.m.
- 4) **Testing must be completed as soon as possible after applying. Timeliness is important due to positions closing. Upon receipt, the assessment link will expire in 72 hours.**
- 5) Assessment scores - maintained for two years. When applying for additional clerical positions, **you MUST contact HRS so that scores can be added to your profile and your application status can be updated.** E-mail [HRTechSupport](#) or call (210)370-5221.
- 6) Scores are posted to your account under the Qualifications & Skills section. Allow 1-2 business days posting time.
- 7) **Re-testing** - assessment re-tests may be completed once every 30 days IF a clerical position requiring testing is currently posted.

INTERVIEWS

- 1) Scheduled for qualified applicants who best match the requirements of the position.
- 2) Completion of a *Criminal History Record Inquiry* and *Computerized Criminal History (CCH) Verification* form is required at time of interview.
- 3) Bring *original college transcripts, certificates, and other supporting documents* to the interview. Note: eSCRIP-SAFE transcripts are acceptable, but must come directly from the college/university.
- 4) **Educational Specialist/Administrative Specialist** positions-during the first level interview, the applicant must demonstrate effective written communications skills, effective job-related skills that model effective integration of technology, and competence with assisting others in appropriately integrating technology into the curriculum.

TRS RETIREES

Before you apply for a position, please read the [TRS Employment After Retirement](#) brochure or contact TRS at 1-800-223-8778 concerning reemployment provisions.

APPLICATION STEPS FOR INTERNAL APPLICANTS

(Includes Adjuncts and AE, off-site staff)

- 1) **Review** this entire document and Employment FAQ's.

- 2) **Search/Review vacancies**--to search or apply for job postings, log in using your Portal Staff Login, go to HR Self-Service (located under ESC-20 Applications), login with your HR login and choose *iRecruitment Employee Candidate*.
- 3) **Build your account** (basic details will be pre-populated) in iRecruitment.
 - a. **Resumes** - attach an **updated** resume to your online account. This should contain job-related information only; omit pictures. Include positions/duties performed at the Center.
 - b. **Complete ALL** areas of the account pages (employment history, skills & qualifications).
 - c. **Clerical/Related Positions Only** – IF indicated in the Job Posting, Additional Details section, you must take online skills assessments. Contact HRS for test session.